

QUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO.

PAGE
NO. 1

C-210

1. Requesting Agency - **MONTGOMERY COUNTY
DEPARTMENT OF INSPECTION AND LICENSES**

2. Division or Bureau of Requesting Agency
DIVISION OF BUILDING INSPECTION

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
|-------------|---|---|
|-------------|---|---|

1. **PRIVATE DWELLING PLANS FILE**

Dates: 1958 --
Quantity: Approximately 150 cubic feet

These plans cover private one or two family dwellings and alterations thereto and are submitted to the Division of Building Inspection at the time application is made for a building permit. They are used for inspection purposes during the course of construction.

RECOMMENDATION: RETAIN IN COUNTY RECORDS CENTER FOR THREE YEARS AFTER LAST INSPECTION AND THEN DESTROY.

2. **GOVERNMENT BUILDINGS, MULTIPLE DWELLING AND APARTMENT UNITS, CHURCHES INSTITUTIONS AND COMMERCIAL BUILDINGS PLANS FILE**

Dates: 1936 --
Quantity: Approximately 200 cubic feet

As in the case of private dwellings, these plans are submitted when application is made for a building permit and are used for inspection purposes during construction.

RECOMMENDATION: RETAIN IN COUNTY RECORDS CENTER FOR THREE YEARS AFTER INSPECTION AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

E. B. Borchers
Signature

Div. Insp. Insp. & Lic.
Title

8-22-61
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

9/13/1961
Date

M. S. O'Connell
Archivist

SEP 19 1961

Date

Ludwig H. H. H.
Secretary

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3. APPLICATION FOR BUILDING PERMIT

Dates: 1956 --
Quantity: 26 file drawers
Annual Accumulation: 5 file drawers
File Arrangement: Numerical by building permit number
Audit: Periodic internal audit; annual external audit

The Division of Building Inspection receives approximately 7,000 building applications annually. The application is a yellow, two-sided unnumbered form. It is submitted by the builder or his agent and attached to it are a plot plan, street check forms, bond papers, and the Fire Marshal's Inspection Reports. The fee, receipt number, and the building permit number are indicated on the form. There are 12 file drawers of building applications covering commercial, governmental, and institutional buildings which the Division has retained since 1948, and is accumulating at the rate of approximately 1 file drawer per year.

RECOMMENDATION: RETAIN THREE YEARS, (TWO YEARS IN OFFICE AND ONE YEAR IN COUNTY RECORDS CENTER), AND THEN DESTROY.

4. BUILDING PERMIT FILES

Dates: 1948 --
Quantity: 36 cubic feet
Annual Accumulation: 5 cubic feet
File Arrangement: Numerical by permit number

This is a pre-numbered 9" x 9" form which is prepared in quadruplicate. When the permit is issued, the original goes to the applicant and the first copy goes to a divisional building file; the second copy goes to the Assessor's Office, and the third copy is given to the inspector. The latter makes his inspection, notes his comments on the reverse side and returns the form to the Office. This is the copy subject to the recommendation below. The Divisional building file copy is considered non-record within the meaning of the statute governing non-record material (Annotated Code of Maryland 1957 Edition, Article 41, Sec. 179) and may be destroyed as soon as it ceases to have administrative value to the office.

RECOMMENDATION: RETAIN FIVE YEARS AFTER ISSUANCE (THREE YEARS IN OFFICE AND TWO YEARS IN COUNTY RECORDS CENTER), AND THEN DESTROY.

5. ELECTRICAL PERMIT APPLICATIONS

Dates: 1958 --
Quantity: 7 file drawers
Annual Accumulation: 3 file drawers
File Arrangement: By permit number
Audit: Periodic internal audit; annual external audit

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BOARD OF PUBLIC WORKS

SEP 19 1961

Andrew Steubert, Jr.

SECRETARY

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|----------|---|---|
| 5. | <u>ELECTRICAL PERMIT APPLICATIONS (Continued)</u> This application form is submitted by the Electrical Contractor and indicates the location and type of work, the fee paid, and the number of the permit issued. This form is necessary for audit purposes. RECOMMENDATION: RETAIN THREE YEARS AFTER RECEIPT (TWO YEARS IN OFFICE AND ONE YEAR IN COUNTY RECORDS CENTER), AND THEN DESTROY. | |
| 6. | <u>ELECTRICAL PERMIT FILE</u> Dates: 1948 -- Quantity: 42 cubic feet Annual Accumulation: 5 cubic feet File Arrangement: By permit number Audit: Periodic internal audit, annual external audit This is a pre-numbered form 9" x 9", prepared in triplicate. The original goes to the applicant, the first copy to a temporary file, and the second copy is used for inspection purposes and is returned to the Office as the record copy. The record copy is used for audit purposes. The first copy is considered non-record within the meaning of the statute governing non-record material (Annotated Code of Maryland 1957 Edition, Article 41, Sec. 179) and may be destroyed as soon as it ceases to have administrative value to the office. RECOMMENDATION: RETAIN RECORD COPY FIVE YEARS AFTER ISSUE (THREE YEARS IN OFFICE AND TWO YEARS IN COUNTY RECORDS CENTER), AND THEN DESTROY. | |
| 7. | <u>ELEVATOR PERMIT AND INSPECTION FILE</u> Dates: 1948 -- Quantity: 3 file drawers Annual Accumulation: 12 linear inches File Arrangement: By elevator file number An application must be made to the Division of Building Inspection for each elevator constructed in the County. After the plans are inspected, a permit is issued which must be renewed yearly for a fee of \$20. Semi-annual inspections are required and the inspector's report is filed in the jacket. RECOMMENDATION: A) RETAIN THE APPLICATION, PERMIT AND PLANS FOR THE LIFE OF THE BUILDING. B) RETAIN THE SEMI-ANNUAL INSPECTION REPORTS FOR THREE YEARS AND THEN DESTROY. | |

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| REVIEWED BY | |
| BOARD OF PUBLIC WORKS | |
| SEP 19 1961 | |
| <i>Andrew H. Hackett, Jr.</i> | |
| SECRETARY | |

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|-------------|---|--|
| 8. | <p><u>PLUMBERS AND GAS FITTERS APPLICATIONS AND PERMITS</u></p> <p>Dates: 1958 -- Quantity: 1 foot Annual Accumulation: Negligible File Arrangement: Numerically by permit number</p> <p>This file consists of applications for plumbing or gas fitting permits. The application forms provide information about the job for which the license is required. The permit number is indicated on the application form, which is filed. The permit is prepared in original only and is issued to the applicant.</p> <p>RECOMMENDATION: RETAIN APPLICATION THREE YEARS AND THEN DESTROY.</p> | |
| 9. | <p><u>RECORD OF PLUMBING INSPECTIONS</u></p> <p>Dates: 1958 -- Quantity: 1 linear foot Annual Accumulation: 3 inches File Arrangement: Numerical by permit number</p> <p>This is a 5" x 8" card file of individual inspections made of plumbing installations. The Division of Building Inspection issues a permit to a plumber and retains a copy in a pending file until this Record of Plumbing Inspection card is substituted.</p> <p>RECOMMENDATION: RETAIN FIVE YEARS AND THEN DESTROY.</p> | |
| 10. | <p><u>OCCUPANCY CERTIFICATE APPLICATION</u></p> <p>Dates: 1951 -- Quantity: 3 file drawers Annual Accumulation: 1 file drawer File Arrangement: By occupancy permit number</p> <p>The Montgomery County Code requires that an occupancy certificate be issued for use of a building other than as a private residence. The certificate is good as long as a similar use prevails and is not renewable when the occupant changes. Each file contains a plot plan, and approvals of the building and electrical inspectors, and an inspection report from the Fire Marshal.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> | |
| 11. | <p><u>LICENSE APPLICATION RECEIPTS</u></p> <p>Dates: 1958 -- Quantity: 3 file drawers Annual Accumulation: 1 file drawer File Arrangement: By month, then by application number Audit: Periodic internal audit; annual external audit</p> | <div data-bbox="1015 1627 1569 1957"><p>APPROVED BY BOARD OF PUBLIC WORKS</p><p>SEP 19 1961</p><p><i>Andrew H. Heston, Jr.</i> SECRETARY</p></div> |

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|-------------------|---|--|
| 11. | <p><u>LICENSE APPLICATION RECEIPTS (Continued)</u></p> <p>This is a pre-numbered 4" x 10" form which is prepared in triplicate. It lists all licenses and permits issued by the Department and provides a space for entry of the fee charged. Before a permit or license is issued, the applicant must secure this form from the Department of Inspection and Licenses, take it to the Finance Department, pay the required fee, and return the receipted form to Inspection and Licenses, which then issues the permit or license. The applicant receives the original of the form. The Division of Revenue and Disbursements of the Finance Department retains the blue copy and the Department of Inspection and Licenses retains the yellow copy which is the official copy. This is the copy which is audited by both the internal and external auditors.</p> <p>RECOMMENDATION: RETAIN THE YELLOW COPY FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY. (RETIRE TO COUNTY RECORDS CENTER AFTER AUDIT).</p> | <p style="text-align: center;">APPROVED HALL OF RECORDS COMMISSION</p> |
| 12. | <p><u>REJECTED BUILDING APPLICATIONS</u></p> <p>Dates: 1951 -- Quantity: 1 file drawer Annual Accumulation: 4 inches File Arrangement: Alphabetical by street</p> <p>This is a file of building applications which have been rejected because of zoning, poor structure not conforming to the Building Code, or for other reasons. Approximately 100 applications are rejected each year.</p> <p>RECOMMENDATION: RETAIN THREE YEARS AND THEN DESTROY.</p> | |
| 13. | <p><u>WALL CHECKS</u></p> <p>Dates: 1954 -- Quantity: 8 file drawers Annual Accumulation: 1 file drawer File Arrangement: Alphabetical by street</p> <p>These records are property plats prepared by a certified engineer and submitted by builders to show wall locations in relation to lot boundaries. The plats are used by the Division of Building Inspection to check for conformance to Zoning Ordinance set-backs. Approximately 3,000 wall checks are recorded annually.</p> <p>RECOMMENDATION: RETAIN FOR LIFE OF BUILDING AND THEN DESTROY.</p> | |
| 14. | <p><u>PERMIT INDEX FILE</u></p> <p>Dates: 1953 -- Quantity: 36 cubic feet Annual Accumulation: 2 cubic feet File Arrangement: By street and then by house number</p> | <p style="text-align: center;">APPROVED BY BOARD OF PUBLIC WORKS</p> <p style="text-align: center;">SEP 19 1961</p> <p style="text-align: center;"><i>Andrew H. Harkness, Jr.</i> SECRETARY</p> |

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| 14. | <p><u>PERMIT INDEX FILE (Continued)</u></p> <p>This file consists of 4" x 6" cards, containing the address of each building in the County for which a building, electrical, occupancy or plumbing permit has been issued. It is used to determine if any of the above permits have been issued for a particular building. The file is also used by inspectors in the Department of Inspection and Licenses, the Department of Public Works, the Park and Planning Commission, and by private attorneys.</p> <p>RECOMMENDATION: RETAIN CARDS FOR LIFE OF BUILDING AND THEN DESTROY.</p> | <p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p> |
| 15. | <p><u>MONTHLY SUMMARY OF PERMITS ISSUED</u></p> <p>Dates: 1923 -- Quantity: 3 cubic feet ; 6 VOLUMES Annual Accumulation: Negligible File Arrangement: Chronological</p> <p>This is a daily record of all building permits listed by permit number and valuation of building, and is summarized monthly. Copies of the report are sent to the County Manager, Division of Assessments, Park and Planning Commission, and others.</p> <p>RECOMMENDATION: RETAIN ORIGINAL FILE PERMANENTLY.</p> | |
| 16. | <p><u>SUBDIVISION PLATS</u></p> <p>File Arrangement: Numerical Indexed: Alphabetical by subdivision name</p> <p>These books contain the subdivision plat copies recorded by the Park and Planning Commission after approval by the Department of Public Works and the Washington Suburban Sanitary Commission. They are used for reference when application for a building permit is made to determine width of streets, size of lots, easements, restrictions, and for other purposes. The original copies are filed with the Park and Planning Commission. The copies subject to this schedule are considered non-record within the meaning of the statute governing non-record material (Annotated Code of Maryland 1957 Edition, Article 41, Sec. 179) and may be destroyed as soon as they cease to have administrative value to the office.</p> | |
| 17. | <p><u>CORRESPONDENCE</u></p> <p>Dates: 1951 -- Quantity: 4 file drawers Annual Accumulation: 1/2 file drawer File Arrangement: By subject</p> <p>This file consists of correspondence with individuals primarily regarding complaints pertaining to the building, electrical, and plumbing codes, plus a smaller amount of correspondence with State and County agencies.</p> | <p>SEP 19 1961</p> <p><i>Andrew H. H. Jr.</i> SECRETARY</p> |

RECOMMENDATION: RETAIN THREE YEARS AND THEN DESTROY.